



AST LEADS MEETING

WAVE 1

November 5, 2009





Agency Support Team Leads Meeting

WELCOME

Sam Wilkins, OHR





Agency Support Team Leads Meeting

AGENDA, PURPOSE/OUTCOMES

Jennifer Lauer, SCEIS HR/Payroll Team Lead



Agenda

-
- Purpose and Objectives
 - Cutover Activities
 - Training Update
 - Upcoming Activities

Purpose and Objectives

Purpose: To ensure that agencies are familiar with upcoming Cutover and training activities for Wave 1 agencies.

Objectives:

1. Understanding of timelines and processes involved in Wave 1 Cutover activities.
2. Awareness of upcoming HR/PY training activities.



Agency Support Team Leads Meeting

CUTOVER ACTIVITIES

Jennifer Lauer, SCEIS HR/Payroll Team Lead



What is Cutover?

- ☉ Cutover is the period of time before each wave's go-live date during which data is finalized, validated and loaded into the SCEIS system.
- ☉ Wave 1 Cutover will run from November 17 – December 1.
- ☉ The Project Team will work collaboratively with the agencies to complete all Cutover activities.

Agency Cutover Activities Guide and Checklist

- ☉ Sent to your agencies 10/29 or 10/30
- ☉ Contains a calendar of cutover- and go-live-related activities
- ☉ List of activities with additional details
- ☉ Instructions for completion of activities associated with data collection efforts
- ☉ Series of spreadsheets accompanied the guide
 - Instructions for completion of spreadsheets included within each spreadsheet

Importance of Cutover Deadlines

- It is critical that you complete these activities by the given deadlines
- Information not provided to the team by the deadlines provided will have to be keyed by the agency directly into the SCEIS system in the Ready Room after go-live

Cutover: Organizational Chart

- ☉ The SCEIS Team will provide you with a copy of your agency's organizational chart
- ☉ Generated from Nakisa Org Charting Tool
- ☉ Validate your agency structure
- ☉ Return any changes to the SCEIS Team by COB **November 13th**
- ☉ For HRIS agencies, update changes directly into HRIS, if applicable. If there are no changes to be made, please indicate on the org chart and return to the SCEIS team.
- ☉ For non-HRIS agencies, update changes to the data collection spreadsheet sent to you last week. If there are no changes to be made, please indicate on the org chart and return to the SCEIS team

Cutover: Work Schedule Rules/Work Periods

- ☛ Ensure **all** employees in your agency are assigned a Work Schedule Rule and a FLSA Work Week/ Work Period
- ☛ For HRIS agencies, this is done in HRIS using the instructions in the guide
- ☛ This information is required before the HRIS system is frozen beginning at 6:00 p.m. on **November 16th**
- ☛ Non-HRIS agencies will provide this information to the team in their agency-specific spreadsheets on November 18th

Cutover: Non-HRIS Agencies

- ☛ If your agency does not use HRIS, you will be required to validate position information previously submitted to the SCEIS Team using the data collection spreadsheet sent to you last week
- ☛ New information and corrections must be provided to the SCEIS Team **by November 18th** for actions up to and including November 16th

Cutover: Data Spreadsheets

- Please complete the packet of spreadsheets the SCEIS Team sent you on last week
- If one or more of these spreadsheets does not apply to your agency, please send us a note to that effect
- Instructions for each spreadsheet are included within the workbook
- These spreadsheets or notifications that they do not apply are due to the SCEIS Team **by November 20th**
- Due to the sensitive nature of the information you will be providing SCEIS, some files may need to be returned to SCEIS via FTP; instructions on this process will be sent and posted to the SCEIS web site later this week
- You may submit your information using a CD-Rom

Cutover: HRIS Shutdown

- ☉ HRIS will be offline beginning at **6 p.m. on November 16th**
- ☉ Do not attempt to key actions with an effective date of 11/17-12/1 until you are notified that the system been reopened
- ☉ Please do not key actions with an effective date of 12/2 or later into HRIS; these items will be keyed directly into SCEIS after go-live
- ☉ The SCEIS Team will notify you when HRIS is reopened after the extract of the system data is taken.

Cutover: HRIS Shutdown

- ☉ Transactions that must be completed during the 11/17-12/1 freeze period may be entered into HRIS after it is reopened
- ☉ Even though HRIS will reopen before SCEIS goes live, you will be required to enter information for that period into your legacy systems *and* then in SCEIS upon go-live to ensure the accuracy of records. This will be addressed specifically with each agency in the “Ready Room” beginning December 2nd

Cutover: State Title Changes

- ☉ Positions awaiting salary actions in “08 status” must be resolved no later than **November 16th**
- ☉ If this information is not keyed into HRIS before the freeze period begins at 6:00 p.m. on November 16th, agencies will be required to update this information in both HRIS and SCEIS after the freeze period ends (for HRIS) and after go-live (for SCEIS)

Cutover: EPMS Updates

- ☛ For HRIS agencies, resolve all pending “Meets by Default” EPMS ratings and any other outstanding EPMS issues in HRIS before the HRIS shut down on **November 16th**
- ☛ If this information is not keyed into HRIS before the freeze period begins on November 16th, agencies will be required to update this information in both HRIS and SCEIS after the freeze period ends (for HRIS) and after go-live (for SCEIS)

Cutover: Employee Requirement

- ☉ For HRIS agencies, employees in all position types (including temporaries) **must** be entered into HRIS in order to be converted into SCEIS
- ☉ If employees are not entered into HRIS and converted, they will be entered into SCEIS by the agency post go-live in order to be paid in SCEIS
- ☉ For non-HRIS agencies, this information should be included in the data collection spreadsheet sent to you last week. Employees not included on the spreadsheet will be entered into SCEIS by the agency post go-live

Cutover: Charge Objects

- ☞ Be sure you have identified all individuals who will require access to Charge Objects on timesheets
- ☞ This information will be recorded on one of the spreadsheets provided by the SCEIS Team
- ☞ If your agency will not be using this functionality, please provide us with documentation indicating that fact
- ☞ If you have previously provided us with this information, we ask that you validate and resubmit it to the SCEIS team to ensure we have the most accurate information

Cutover: Multipurpose Code

- ☛ All costing data on employees will be converted based on current information in the CG's Payroll System using the Multipurpose Code field
- ☛ The Multipurpose Code field will be used to facilitate the translation of STARS data into SCEIS data and ensure the correct level of SCEIS financial postings
- ☛ All issues with this field must be addressed prior to conversion
- ☛ If you need additional information on the use of the Multipurpose field, please contact the SCEIS team
- ☛ Agencies who do not update this data prior to conversion will update this information on a position-by-position basis in SCEIS, upon go-live

Cutover: Retirement Deductions

- 🌀 Validate that all retirement deductions on the payroll match the enrollment data submitted to the South Carolina Retirement System (SCRS)
- 🌀 For employees in an Unelected retirement status whose 30-day election period ends on or before 12/1, consider assisting employees with making a timely election
- 🌀 If an employee selects the Optional Retirement Plan (ORP), a vendor should be specified

Cutover: Validate Additional Fields

🌀 Validate, as indicated in the data cleansing guide, that the following fields are accurate for all types of positions:

- FLSA
- Insurance indicator
- Part-time/Full-time indicator
- Leave indicator

Cutover: Complete Payments to Separating Employees

- ☛ For any employee whose last day of work is December 1, 2009, you must be prepared to pay **all outstanding amounts** due to that employee on the December 16th payroll from the legacy payroll system.
- ☛ Special attention should be given to the timeliness of timesheets and leave records as this timeframe approaches.

Cutover: Leave Requests

- ☛ For non-eLeave agencies, you must keep records of leave requests effective 11/17/09-12/01/09 so that leave balances may be adjusted in SCEIS after go-live
- ☛ For non-eLeave agencies, you will want to communicate to your employees that all leave requests effective 12/2 or after will be keyed in SCEIS
- ☛ For agencies using eLeave, please key all leave activity through COB November 30th, as eLeave will be frozen at that time to take an extract
- ☛ For agencies using eLeave, leave for 12/1 will need to be addressed in both systems
- ☛ For all agencies, leave records with an effective date of 12/2 or later will be keyed directly into SCEIS

Cutover: Travel Management

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- ☉ The Travel Management functionality in the SCEIS system will go live for users on January 1, 2010, and may only be used to process travel requests and reimbursement requests for travel from that day forward
 - ☉ All travel requests for travel taking place December 31, 2009 or before should be processed using the current travel procedures

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- Please review the SCEIS Technical Readiness requirements listed in the Organization Technical Infrastructure Readiness Guide on the SCEIS website
 - To access the guide, please navigate to the left nav panel and click on the “Technical” link then on the “Organizational Technical Infrastructure Readiness Guide” link

- ➊ Ensure data cleansing activities have been completed as prescribed
- ➋ Validate assignment of roles in the system and alert SCEIS Team of changes as required
- ➌ Complete required HR/Payroll training courses and related courses for use of MySCEmployee self-service functionalities
- ➍ Communicate to employees where to go to get help with SCEIS-related questions, if needed

Cutover: Calendar Overview

- ☛ Friday, November 13th - DUE: All validated Organizational Charts to SCEIS Team; make any required changes in HRIS (or in spreadsheets for non-HRIS agencies)
- ☛ Monday, November 16th (6:00 p.m.) - Cutover Start Date

Cutover: Calendar Overview

☉Monday, November 16th

- Assign all employees to Work Schedule Rule and FLSA Work Week/Work Periods in HRIS (data collection spreadsheets for non-HRIS agencies)
- Process outstanding pay actions w/effective date through 11/16
- For HRIS agencies, resolve positions awaiting salary actions “08 status”
- For HRIS agencies, complete EPMS reviews according to instructions
- Delete dormant employees from legacy systems

Freeze HR legacy systems for daily processing (For HRIS agencies by 6:00 p.m.)

Cutover: Calendar Overview

- 🕒 Wednesday, November 18 - DUE: All Non-HRIS Agencies' Data Cleanup Spreadsheets
- 🕒 Friday, November 20 - DUE: All completed data collection spreadsheets or notifications for those spreadsheets that are not applicable to your agency.
- 🕒 Wednesday, December 2 - HR/Payroll System Go-Live
- 🕒 Wednesday, December 2 - Ready Room Activities Begin

Cutover: Calendar Overview

Wave 1 Cutover Calendar of Events Friday, November 13 – Monday, December 2

Date	Activity
Friday, November 13	DUE: All validated Organizational Charts to SCEIS Team; make any required changes in HRIS.
Monday, November 16 Cutover Start Date	<p>Activities to complete before 6:00 p.m.:</p> <ul style="list-style-type: none"> • Assign all employees to Work Schedule Rule and Work Periods/Week in HRIS. • Process outstanding pay actions w/effective date before 11/17. • Resolve positions awaiting salary actions "08 status. • Complete EPMS reviews according to instructions. • Delete dormant employees from legacy system. <p>Freeze HR/Payroll legacy systems for daily processing beginning at 6:00 p.m.</p>
Wednesday, November 18	DUE: All Non-HRIS Agencies' Data Cleanup Spreadsheets
Friday, November 20	DUE: All completed data collection spreadsheets or notifications for those spreadsheets that are not applicable to your agency.
Wednesday, December 2	HR/Payroll System Go-Live Ready Room Activities Begin

Wave 1 Cutover: Documents Online

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Wave 1 (Dec. 2 Go-live for HR/PY)
 Phase 3 (Nov. 2 Go-live for FI/MM)

South Carolina Enterprise Information System

The South Carolina Enterprise Information System (SCEIS) is consolidating more than 70 state agencies onto a single, statewide enterprise system, built on SAP software, for finance, materials management and human resources/payroll.

SCEIS will:

- Replace outdated agency central systems: the STARS accounting system, which was implemented in 1980 and the state payroll system, which came into use in 1969
- Eliminate redundancies, reduce paper handling and provide more efficient processing all of which is expected to result in significant state savings

Beyond the efficiencies and cost savings achieved, SCEIS also will support improved services by state agencies, providing the citizens of the state with better service at reduced cost.

Reminders & Tools

- **Cutover: Wave 1 (Dec. 2 Go-live for HR/Payroll)**
- **Cutover: Phase 3 (Nov. 2 Go-live for FI/MM)**
- SC Vendor Notice
- Naming Conventions for Work Schedules - (1.2mb XLS)
- Time Management Conversion - Agency Instructions - (1.1mb XLS)
- Data Conversion

B&CB
SC Budget and Control Board

FRAUD PREVENTION HOTLINE

(803) 822-8877
 or (800) 411-8893
 1201 Main Street, Suite 715

Wave 1 Cutover: Documents Online

Go-live for HR/PY) » South Carolina Enterprise Information System - Windows Internet Explorer

p://www.sceis.sc.gov/page.aspx?id=155

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Box 27 Columbia, SC 29201

Everyone Working Together
to make Government Better

Wave 1 (Dec. 2 Go-live for HR/PY)

The SCEIS Wave 1 cutover period is scheduled for Monday, November 16, 2009 up to the Wave 1 go-live date of Wednesday, December 2, 2009. To assist Wave 1 agencies during the cutover period, the SCEIS Team will post information and tools on this webpage as they are made available. Please check back often for the most up-to-date information.

If you have any questions about the information on this page, please email sceis@sceis.sc.gov.

[Click here to access important Wave 1 cutover tools, templates and information.](#)

Wave 1 Cutover Calendar of Events Friday, November 13 – Monday, December 2	
Date	Activity
Friday, November 13	DUE: All validated Organizational Charts to SCEIS Team; make any required changes in HRIS.
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Wave 1 Cutover Activities Guide

[Wave 1 Cutover Activities Guide](#) - (1.1mb MS Word)

Wave 1 Cutover Data Templates

[IT0014 Recurring Payments and IT0185 Conversion Spreadsheet](#) - (78kb XLS)

[IT0672 FMLA Balances Conversion Spreadsheet](#) - (54kb XLS)

[IT0795 CPM APM Data Conversion Spreadsheet](#) - (46kb XLS)

[IT1008 / IT1013 Temp Grant and Time Limited Leave Eligibility and Hourly Paid Special Schools Conversion Spreadsheet](#) - (62kb XLS)

[IT1013 Special Schools Conversion Spreadsheet](#) - (61kb XLS)

[IT2010 Academic Year Conversion Spreadsheet](#) - (22kb XLS)



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Agency Support Team Leads Meeting

READY ROOM ACTIVITIES

Jennifer Lauer, SCEIS HR/Payroll Team Lead



What is the Ready Room?

- 🌀 The SCEIS Team is busy making preparations for agencies to participate in formal knowledge transfer sessions in a designated room at the Browning Rd. location starting on December 2nd. Formal activities are being planned to assist agencies with conducting business activities in SCEIS
- 🌀 Members of the team will be on hand to assist you with these activities and answer questions
- 🌀 A detailed schedule will be provided to you in the coming weeks

Ready Room Activities

Some activities you will perform in the Ready Room include, but are not limited to:

- Leave Without Pay actions
- Adjusting leave balances and entries
- Updating Leave Pool balances
- Entering personnel actions taking place during the freeze period
- Entering dual employment, where applicable
- Completing items not resolved during data cleansing and conversion efforts
- Updating cost distribution on positions



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SCEIS TRAINING UPDATE

Tammy Mainwaring, EC&C Team Lead

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SC BUDGET AND CONTROL BOARD

➤ To date, there are **1913** course enrollments in the SCEIS Training System.

➤ Courses with highest enrollments:

- COR120 Enterprise Core Component Overview (**358** enrolled)
- HR100 HR/Payroll Enterprise Structure (**301** enrolled)
- OM100 Organizational Management Overview (**108** enrolled)
- TM100 Time and Leave Management Overview (**100** enrolled)

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- 🔄 As of Wednesday, November 4:
 - 🔄 **5** online training classes have been launched to support **942** enrollments
 - **30** instructor-led classes have been completed
 - **471** students have attended Instructor-led classes
 - **350** students have completed their enrolled courses

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SCEIS Training Guides and Tools

Below are several guides designed to help SCEIS Training students access course schedules, launch online courses and troubleshoot issues they may have with the SCEIS Training system.

Guide to launching online SCEIS courses: [SCEIS Training System Quick Reference Guide](#) (1mb PDF)

Instructions for accessing your course schedule: [Student Instructions for Accessing Personal SCEIS Course Schedule](#) (60kb PDF)

Instructions for setting up Internet Explorer: [Instructions for Setting Internet Explorer to Support SCEIS Training Systems](#) (60kb PDF)

Troubleshooting instructions if you have trouble launching online SCEIS courses: [Instructions for Installing Java Plugin](#) (15kb PDF)



Agency Support Team Leads Meeting

COURSE UPDATES

Jennifer Rocks, EC&C Team Advisor



- ☉ There is one on-line Imaging course that will be available November 12, 2009
- ☉ IMG200 SCEIS Document Imaging – this course is designed to prepare learners to operate scanning equipment and categorize and store images of scanned documents in SAP ECC system for further processing
- ☉ PA400 SCEIS Records Management with the Electronic Personnel File will be deleted; all content for this course will be covered in IMG200

- Travel functionality through the MySCEmployee portal will be combined into one course: TV120 Travel Management Overview
- TV120 will include the following roles that will use MySCEmployee:
 - Traveler (travel and reimbursement requests)
 - Travel Assistant
 - Travel Approval (Manager Self-Service)
- TV120 will be available on the SCEIS website by mid-November
- TV200 SCEIS Travel Approval Through Enterprise Central Component (ECC)
 - For supervisors or Accounts Payable (AP) to review/approve/reject requests through back-end ECC

- ☉ The MySCEmployee Training page at the SCEIS website includes:
 - Introductory information on MySCEmployee
 - Computer settings that are most compatible with the online MySCEmployee training courses
 - ESS100 MySCEmployee training course and course guide
 - ESS110 Time entry course and course guide
 - *Note: evaluation for ESS110 is on the website
 - MSS100 MySCEmployee Manager Self Service Course and course guide
- ☉ To navigate to the MySCEmployee Training page from the SCEIS home page (www.sceis.sc.gov), just point your mouse to the training button in the left-hand navigation bar, then click on “MySCEmployee Training” from the dropdown menu that appears.

- 🌀 Number of employees who report that they have completed the MySCEmployee courses:
 - ESS100 MySCEmployee: 305
 - ESS110 Time Entry: 104
 - MSS100 MySCEmployee Manager Self Service: 35

- 🌀 **Please ensure HR/PY users enroll and attend all required courses**
- 🌀 The course quiz must be completed before the course evaluation
- 🌀 Users who do not complete all course requirements and require SAP access at go-live can be granted access on an **exception** basis. Agency Head approval will be required in such cases

- ☉ All students need to complete the prerequisite courses. Please emphasize the importance of completing these courses prior to their instructor-led training, especially the COR120 Navigation and HR100 Overview
- ☉ All students need to complete the course assessment and/or survey in Blackboard within 2 business days of completing the on-line or instructor-led course



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UPCOMING ACTIVITIES

Tammy Mainwaring, EC&C Team Lead

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Upcoming Activities

- 🌀 Enroll and complete required HR/PY training
- 🌀 Complete appropriate MySCEmployee training on SCEIS website. Remember to complete the course evaluation to gain credit.
- 🌀 Complete the course assessment and/or survey in Blackboard within 2 business days of completing the on-line or instructor-led course
- 🌀 Complete data spreadsheets and other cutover activities – see cutover calendar in presentation (Slides 28-31) or on SCEIS website